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www.cmcb.org

POLICY FOR STUDENTS AND PARENTS

ATTENDANCE AND MAKE-UP POLICY

Students are expected to be on time for lessons and classes. Any student arriving more than ten minutes late will be considered absent and charged for the lesson. Because the Music Center pays its teachers for all scheduled lessons, regardless of whether the student is absent, each adult student/parent is financially responsible for all scheduled lessons. One make-up lesson per semester may be granted in the event of illness or family emergency, provided that the Music Center is given advance notice. Make up lessons will be scheduled during make-up week, at the end of the semester.

ACCOUNTS

There are four payment options from which to choose: payment in full, payment in two installments, payment in four installments, or payment monthly. Those who prefer the monthly payment plan must speak with the Registrar about our direct debit program. It is necessary to make tuition payments on time to avoid suspension of lessons and/or classes.

DROP POLICY

Please notify the Registrar of any decision to discontinue lessons or classes. Adult students/parents are responsible for the cost of all lessons and classes up to the day of office notification.

REFUNDS

Refunds cannot be issued for registration fees, classes or group instruction due to student cancellation. Refunds for individual instruction may be granted under extenuating circumstances, but will not be issued for the registration fee and first four scheduled lessons.

CONDUCT

This is your Music Center, and your care of the premises is important. Misbehavior and destruction of Music Center property will not be tolerated. Such action will result in immediate dismissal. No food or beverages are allowed in the studios. Smoking on CMCB premises is strictly prohibited. Please turn off all cell phones and electronic devices whenever you are in the library or in Allen Hall.

CHILDREN

Young children must not be left unattended. The Music Center cannot assume responsibility for unattended children.

WAITING AREA

All students and families are welcome to use the library and front lobby while awaiting lessons and classes.

Member, National Guild of Community Schools of the Arts, Inc.

Located at the Boston Center for the Arts between Berkeley & Clarendon Streets
in the South End